

# JOB OPPORTUNITY

California Department of Veterans Affairs  
Our Mission "To serve and protect Veterans"

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS.

**CLASSIFICATION:** Accountant Trainee (Class 4179)  
Full – Time, Permanent  
\$2883.00 - \$3338.00

**LOCATION:** Finance-SACRAMENTO

**FINAL FILE:** June 23, 2003

### **DUTIES & RESPONSIBILITIES:**

The predominant duties for this position include, but are not limited to:

- ✓ Posts cash receipts for all the Homes. Maintains all cash receipt records by source; reconciles Meditech and Calstars cash receipts, ensuring both systems are in balance. Reconciles SCO accounts to trial balance in order to balance all cash accounts and monitor Unclear Collections accounts.
- ✓ Process PIA and DGS invoices for all Homes. Process and post JE to Meditech and Calstars. Process requires use of both Calstars and Meditech systems to post expenditure information. Prepare, send and monitor correction letters to PIA and DGS regarding discrepancies in their billings. Analyze and maintain the document file of payable and encumbrances for proper coding, payment and final clearance of accounts. Assist in year-end accrual process.
- ✓ Working with Accounting Officer (Specialist), assist with correcting SCO reconciling items for all homes. Prepare reconciliation of equipment and reconciliation with Home's property controller.
- ✓ Monitor Meditech/Calstars use tax reports, verifying accuracy of reports. Prepare and process annual use tax payment to Board of Equalization.
- ✓ Other duties as related.

### **KNOWLEDGE and ABILITIES:**

Knowledge of the State Administrative Manual, Department of Personnel Administration, Departmental Accounting Manual, Government Code, accounting practices and procedures and computerized accounting. Ability to use Accounting Systems, and ability to learn, create and use P.C. spreadsheet software. Ability for planning, organizing, establishing work priorities and assuring adherence to policies and procedures is critical, accuracy and timeliness in processing. Inaccurate analysis and errors in accounting transactions can impact the integrity of management accounting reports, trial balances, reimbursement programs and the financial statements. In addition, errors in judgment may jeopardize the safeguarding of assets of the Department.

Considerable contact in person and by telephone with Department staff, other State agencies and the public is necessary.

### **WHO MAY APPLY:**

Applications will be accepted from individuals with permanent State Service in the class of Accounting Technician, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

### **HOW TO APPLY:**

Candidates should submit a State Application (Std. 678 and resume to:

VETERANS HOME OF CA – YOUNTVILLE  
HUMAN RESOURCES – TESTING UNIT  
110 CALIFORNIA DRIVE  
YOUNTVILLE, CA 94599-1414  
VOICE: (707) 944-4550  
TDD: (707) 944-4560

**For more information on this job contact:**  
**Roberta Hall, Accounting Administrator**  
(916) 653-0626

Release Date: June 10, 2003